

Upgrade/Wellness FAQ's

Check back frequently for updates to the FAQ's.

Revision Date: May 1, 2014

Eligibility:

1. Who is eligible?

The Upgrade program information applies to employees covered by a medical plan and employed by the State of Indiana by May 1, 2014, and does not apply to conservation officers, excise officers, Indiana State Police plan participants, part-time, temporary employees or contractors.

2. Does/can my spouse participate?

Much like the tobacco non-use agreement, the Upgrade program is only for the employee, who is the medical plan holder. Your spouse and eligible dependents over the age of 18 are welcome to use Healthy Lifestyles throughout the year.

3. I am a new employee. Can I participate?

Employees must be covered by a medical plan and employed by the State of Indiana by May 1, 2014.

4. What if I am hired after May 1, 2014?

Employees hired and covered by a state medical plan after May 1, 2014, cannot qualify for the new Wellness CDHP for 2015. Employees are still encouraged to participate in Healthy Lifestyles and other Invest in Your Health programs, which can be found at www.investinyourhealthindiana.com.

5. Can I still participate in Healthy Lifestyles if I am not eligible for Upgrade this year?

If you are enrolled in a State of Indiana health plan, you are encouraged to participate in Healthy Lifestyles throughout the year.

6. Why do I have to be a member of the health plan to participate?

The Upgrade your Health program is a coordinated benefit within our current health plans; therefore, it is only available to employees enrolled in one of our



three health plans. Of course we encourage every employee to seek a healthy lifestyle and there are other resources available to employees who are not covered by one of our health plans. You can find these resources at www.investinyourhealthindiana.com.

7. Can smokers qualify for the new Wellness CDHP?

Yes, for 2015, employees using tobacco can qualify for the new Wellness CDHP as long as they meet all eligibility and qualification requirements.

Step 1: Well-Being Assessment (WBA)

1. How do I login to Healthy Lifestyles?

Visit www.MyHealthyLifestyles.com. Click on the Sign Up button. If you have general questions or would like to learn more about Healthy Lifestyles before you register, click on the “Learn More” button.

2. What is a Well-Being Assessment (WBA)

This private and confidential Well-Being Assessment (WBA) is a questionnaire asking for information about your health and well-being. The questions range from general topics like your height and weight to more detailed information including your cholesterol, triglyceride or stress levels. If you do not have the numbers or answers for some of these questions, you can leave them blank and move on to the next question in your assessment.

3. Why is it important?

The Well-Being Assessment provides a thorough review of your health and well-being status at a given point in time. If you want to lose weight, eat better, or just stay fit, you will find helpful information in the Well-Being Assessment


4. Can my employer see this information?

No. Your privacy is critically important to SPD and to Healthy Lifestyles.

5. Who is eligible for Healthy Lifestyles?

Healthy Lifestyles is available to employees enrolled in a medical plan through the State of Indiana and does not apply to conservation officers, excise officers, Indiana State Police plan participants, part-time, temporary employees or contractors.

6. I am having trouble logging in. Who do I call?

Click on the  **Live Chat** link at the bottom of the Healthy Lifestyles home page. A Healthy Lifestyles representative can assist you with the log in.

7. How long does the Well-Being Assessment take?

The Well-Being Assessment is web-based and takes about 15-20 minutes to complete.

8. What if I don't have my lab results yet?

All you need to get started in the Well-Being Assessment is your height and weight. You can update the WBA once you have your biometric screening results.

9. Do WBA points count towards the 2,500 in the Step 3 Points Alternative?

No, the 2,500 points earned by completing the WBA do not count towards the 2,500 points needed to qualify for the new Wellness CDHP upgrade. You must earn an additional minimum of 2,500 points between June 1 and August 31, 2014, to qualify. See the Step 3 – Points section for additional information on how to earn points.

Step 2: Biometric Screenings

- **More information, including the schedule and screening tool coming soon.**

1. Who will see these results?

Your biometric screening results will only be viewed by the biometric screening provider, Indiana University Health. **Your personal health information will not be shared with the State of Indiana.**

2. How much does the biometric screening cost at State-sponsored events?

There is no charge to State medical plan holders at the State-sponsored biometric screening events.

3. Can my spouse/dependent attend the screening event?

The free biometric screening events are for State medical plan members only.

4. What is the screening event schedule?

Biometric screening events are scheduled at 50 locations around the state in May, June and July. The full schedule and scheduling tool is being released soon.

5. Why is my office not having a screening event?

We have tried to reach the greatest number of employees, while also representing most agencies and geographical areas. If a screening event is not scheduled for your office, you may visit one of the open events in your area or visit your doctor to complete your biometric screening. For more information about this process, see the following questions.

6. What if I can't attend a screening event?

If you are unable to attend a screening event, you may visit one of the open events in your area or visit your doctor to complete your biometric screening. For more information about this process, see the following questions.

7. Can I do my screening on work time?

If a screening is occurring at your location, it can be scheduled during work time. You must receive supervisor approval to attend. Supervisors are encouraged to accommodate these requests when possible.

8. Where is the 2015 Physician Option Form for State Employees form to take to my doctor?

The 2015 Physician Option Form for State Employees will be linked on www.investinyourhealthindiana.com/UPGRADE soon.

9. What if the doctor charges to complete the 2015 Physician Option Form for State Employees?

If your physician charges to complete the form, you can either pay the fee or attend one of the onsite screenings held at a State facility. HSA funds cannot be used to cover the cost of the form being completed by the physician.

10. What if I have already been to my doctor this year?

If you have completed biometric testing at your doctor's office on or after January 1, 2014, you may provide your doctor with the 2015 Physician Option Form for State Employees (coming soon) to complete and fax to the Indiana University Health and Wellness Center.

11. Where do I send the form?

Please fax the 2015 Physician Option Form for State Employees (coming soon) to the Indiana University Health and Wellness Center at 317-218-0684, Attention: Wellness Coordinator.

12. I had my screening. What do these numbers mean?

If you had your screening at a State sponsored screening event, please refer to the handout provided at the event. This handout includes normal ranges for each measurement and brief explanation of the measurement. If you did not attend a State sponsored screening event or would just like additional information, please refer to the Know Your Numbers and What They Mean pamphlet (coming soon).

13. When is the last day to fax in the 2015 Physician Option Form for State Employees?

The 2015 Physician Option Form for State Employees (coming soon) must be faxed to the Health and Wellness Center no later than August 31, 2014.

Step 3: Challenge – Steps Alternative

1. When can I sign up for the Health and Wellness Month Steps Challenge?

Sign up for the Health and Wellness Month Steps Challenge starts June 16, 2014. You may also order your pedometer at this time. The challenge starts July 1, 2014.

2. How do I sign up for the Health and Wellness Month Steps Challenge?

You must sign-in to your Healthy Lifestyles account at www.myhealthylifestyles.com to register for the Health and Wellness Month Steps Challenge. You can sign up in the individual or team categories. Teams are segmented by agency. Due to size, Department of Corrections' facilities and FSSA hospitals are segmented by location.

If you are not yet signed up for Healthy Lifestyles, find more login information in the Well-Being Assessment section of this FAQ.

3. Do I have to use a pedometer for the Health and Wellness Month Steps Challenge?

You are not required to use a pedometer for the Health and Wellness Month Steps Challenge, but it is the most accurate way to log your steps. Plus, Healthy Lifestyles provides a free pedometer to all employees who sign up for the challenge. You may use the provided



pedometer or your own to track your activity.

4. How do I get my pedometer?

Within 24-48 hours after you've signed up, you will receive an email with a link to request a pedometer to wear every day and count your steps. Can't wait that long? Just click on the link in the banner at the top of the Healthy Lifestyles website in June to order one. It is recommended that you complete this process immediately after registering for the challenge. Delivery can take up to one week.

5. How many steps must I log to qualify for the new Wellness CDHP upgrade?

You must log at least 200,000 steps during the Health and Wellness Month Steps Challenge to qualify for the new Wellness CDHP upgrade.

6. How do I log steps?

You must log your steps by entering them at www.myhealthylifestyles.com. While it is recommended that you do this on a daily basis, you can log past activity as well. Some blue-tooth enabled fitness trackers sync with Healthy Lifestyles to upload your steps for you. You must register your fitness device within Healthy Lifestyles for it to automatically log your steps.

7. What fitness trackers interact with Healthy Lifestyles?

Fitbit Ultra, One, Zip and Flex all interact with Healthy Lifestyles. For more information, visit the devices section under "My Account" in Healthy Lifestyles.

8. Can I log other exercise as part of the challenge?

Yes, other activities can be converted to steps and counted towards the Health and Wellness Month Steps Challenge. You can convert the steps by clicking "Convert to Steps and Add to Tracker" in the exercise tracker after you select the exercise.

9. What if I can't walk? Can I still participate?

Yes, you may participate by doing other activities and converting to steps following the process described in the previous question. You can also complete step three by earning 2,500 points (in addition to WBA points) in Healthy Lifestyles by tracking other healthy activities.

10. I am not on the State medical plan. Why can't I participate?

The Upgrade your Health program is a coordinated benefit within our current health plans; therefore only available to employees enrolled in one of our three health plans. . Of course we encourage every employee to seek a healthy lifestyle and there are other resources available to employees who are not covered by one of our health plans. You can find these resources at www.investinyourhealthindiana.com.

11. Do I have to log my steps every day?

It is encouraged that you log your steps everyday to maximize your participation and ensure accuracy. If this is not possible, you are able to log previous activities.

12. What is the last day to log steps?

August 4 is the last day to log steps.

13. My pedometer broke. How do I get it replaced?

You can report your broken pedometer to Healthy Lifestyles by using the Live Chat feature at the bottom of the Healthy Lifestyles' login screen.

Step 3: Challenge – Points Alternative

1. How many points do I have to earn?

You must earn 2,500 (between June 1 and August 31, 2014) in addition to the 2,500 earned by completing your Well-Being Assessment (WBA).

2. How do I accumulate points?

Healthy Lifestyles gives you points for each activity you track and log. These points can accumulate and be redeemed in their online Rewards Center. An example of how points can be earned includes:

Set up a Well-Being Plan	500
Advancing Focus Areas	250
Complete Lifestyle Profile	250
Complete Progress Check	250
Create an Inspiration	250
Update your Well-Being Assessment	250



Update your Lifestyle Profile	250
Track your weight (Once per week)	50
Track your exercise, food, goals, etc. (Once per week)	25
Track your medication adherence (Once per day)	10
Complete a Journal Entry or Action Item (Five times per day)	10
Read or rate an article or resource (Once per day)	5

Points can be earned on the Healthy Lifestyles portal through the completion of a variety of activities on the portal. Some of these activities include; making journal entries, completing progress checks, updating your lifestyle profile and tracking things such as; exercise, food, tobacco cessation, weight and steps. For a complete list of activities and their associated point values and frequencies for earning, please log on to the Healthy Lifestyles portal, clicking on the “Rewards Center,” tab and scrolling down the page.

3. How long do I have to earn 2,500 points?

The points must be earned between June 1 and August 31, 2014.

4. Do points that I earn before June 1 count?

It is great that you are already active in Healthy Lifestyles! To qualify for the new Wellness CDHP upgrade, you must earn an additional 2,500 points between June 1 and August 31, 2014.

5. Do WBA points count towards the 2,500?

No, the 2,500 points earned by completing the WBA do not count towards the 2,500 points needed to qualify for the new Wellness CDHP upgrade. You must earn an additional minimum of 2,500 points between June 1 and August 31, 2014, to qualify. See Step 3 below– Points section for additional information on how to earn points.

6. How do I know how many points I have?

Your points are displayed on the right side of the screen in a light blue box when you login to Healthy Lifestyles. This point total is refreshed frequently.

7. What is the last day to earn points?

Sunday, August 31, 2014, is the last day to earn points to qualify for the new Wellness CDHP upgrade.



Wellness Champions:

1. What is a Wellness Champion?

A Wellness Champion is a volunteer who serves as an ambassador of wellness to his/her respective agency and/or work location, through the promotion of, and active participation in Invest in Your Health wellness programs. These individuals will lead by example through practicing healthy behaviors and supporting the State's wellness initiatives. For a more detailed description of the Wellness Champion's responsibilities, please view the [Wellness Champion Description](#).

2. Who is my Wellness Champion?

There are several Wellness Champions throughout the State that represent a variety of agencies and work locations. For a complete list of current Wellness Champions please visit www.investinyourhealthindiana.com. If your agency/work location does not have a Wellness Champion and you are interested in serving in this capacity, we encourage you to apply [here](#).

3. Do the Wellness Champions have access to my information?

No. Wellness Champions will not have access to any personal information that you do not disclose to them personally.

4. How do I apply to become a Wellness Champion?

Complete and submit the [Wellness Champion Request Form](#) that is located on the Invest in Your Health Indiana website. Directions for how to submit are included at the bottom of the form. Be sure to discuss your application with your immediate supervisor and obtain their approval and signature on your request form.

5. How do I share ideas or comments on how to improve the Wellness Champion network or the Upgrade program?

For any comments or improvements regarding the Wellness Champion network or the Upgrade program, please contact the State Health & Wellness Manager, Cameron Troxell via email at ctroxell@spd.in.gov.